2012 Agency Biennial Information Technology Report Instructions

June 15, 2012

Purpose of the Agency Biennial IT Report

Section 2-17-524(3)(4), MCA requires agencies to prepare and submit to the Department of Administration a biennial performance report that evaluates progress toward the objectives articulated in its information technology plan. **Use the 2012 Agency Biennial IT Report Template to report your agency's progress towards its 2010 Agency IT Plan**. This template represents the minimum requirements outlined by 2-17-524, MCA.

Your agency's 2010 IT Plan is posted at http://sitsd.mt.gov/stratplan/agencyplans/default.mcpx.

Executive Summary

Briefly summarize the three sections of your biennial report. This is an overview of the highlights, a summary of the specifics. Describe the overall benefits realized by customers.

Include a count of how many initiatives from your 2010 Agency IT Plan and the 2011 Agency IT Plan Update fall into the following categories: completed, substantially completed, deferred (i.e., the initiative has been intentionally postponed), delayed (i.e., the initiative is unintentionally late in starting), cancelled, or remain on-going by design. Also, indicate the number funded, partially funded, and unfunded.

For example, an agency that had identified eight IT initiatives in its 2010 Agency IT Plan might have the following initiative count summary:

Initiative Status	Total Count	Fully Funded Count	Unfunded Count	Partly Funded Count
Completed	2	1	0	1
Substantially completed	1	1	0	0
Deferred	1	1	0	0
Delayed	1	0	1	0
Cancelled	1	0	1	0
Remain on-going by design	2	1	0	1

Section 1: Agency IT Plan Accomplishments – Goals & Objectives

Using section 4.1 of your agency's 2010 Agency IT Plan as reference, report each goal by title, benefits, and how it supported one or more state strategic goals. For a goal's supporting objectives, report the title, accomplishments, and status. For each supporting objective, the two questions to answer are:

1. Accomplishments: Describe what the agency has done to achieve this objective. Also, list the percentage of accomplishment e.g. 50%.

2. Status: Completed, substantially completed, deferred (i.e., the initiative has been intentionally postponed), delayed (i.e., the initiative is unintentionally late in starting), cancelled, or remains on-going by design.

For example:

Accomplishments: Negotiated continued maintenance with same services at a 10% lower cost. 100% completed.

Status: Completed.

Section 2: IT Initiatives Status Update

Using section 5.1 of your agency's 2010 IT Plan as reference, report each initiative by title, description, and EPP Number (if applicable). For each initiative, answer the following two questions for status and funding:

1. *Status:* Completed, substantially completed, deferred (i.e., the initiative has been intentionally postponed), delayed (i.e., the initiative is unintentionally late in starting), cancelled, or remains on-going.

2. *Funding:* Completely funded, partly funded, or not funded.

For example:

Status: Substantially completed.

Funding: Partly funded. Due to funding constraints, Feature A of Project X was not completed.

Section 3: Additional Information – Optional

Provide other types of information that your agency may wish to report as accomplishments or challenges related to achieving the Goals, Objectives, and Initiatives outlined in your 2010 Agency IT Plan.

The 2012 Agency Biennial IT Reports are due to SITSD on August 31, 2012. Please submit your agency's report electronically to the DOA ITSD IT Policy (itpolicy@mt.gov) mailbox. If you have any questions, please call Barry Bass at 444-9866.